

ADVANCE PAY CERTIFICATION/AUTHORIZATION

PART I - PURPOSE

The purpose of an advance of pay incident to a PCS is to provide a service member with funds to meet the extraordinary expenses of a Government-ordered relocation.

An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements if such advances are used. The service member may be authorized an advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside of the scope of those entitlements:

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| a. Overseas stations housing allowance | c. Service member and/or dependent travel allowances and per diem. |
| b. Dislocation allowance | d. Basic allowance for quarters and/or variable housing allowance |

An advance of pay for a PCS move in the same geographic area of a service member's prior duty station, home port, or place from which ordered to active duty, is only authorized when the service member moves his/her household effects at Government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographic area is paid.

An advance of pay is not intended to provide funds for such items as investments, vacations or the purchase of consumer goods that are not the result of direct expenses resulting from the service member's PCS orders.

PART II – MEMBER CERTIFICATION

PENALTY: The penalty for willfully making a false claim/statement is: A MAXIMUM FINE OF \$10,000.00 OR MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)

I have read and understand the Navy's policy on advance pay incident to a PCS. I hereby certify that the intended use of these funds is in accordance with the stated purpose.

a. NAME (Last, First, Middle Initial)	b. SOCIAL SECURITY NUMBER	c. RANK/RATE
d. SIGNATURE		

PART III – REQUEST

a. I request: <input type="checkbox"/> One-month advance pay (Part VI must be completed if member is pay grade E-3 and below) <input type="checkbox"/> Two-months advance pay (Parts IV and VI must be complete. <input type="checkbox"/> Three-months advance pay (Parts IV and VI must be completed.)	b. I request a repayment schedule* of: <input type="checkbox"/> 1-12 months (part VI must be completed if member is in pay grade E-3 and below) <input type="checkbox"/> 13-24 months (Parts V and VI must be completed) regardless of pay grade. *Repayment schedule cannot exceed member's PRD or EAOS.	c. I request payment of the advance pay: <input type="checkbox"/> 1-30 days before detaching and 60 days after report ing to my next PDS. <input type="checkbox"/> 31-90 days before my PCS transfer (Parts IV and VI must be completed). <input type="checkbox"/> 61-180 days after arrival at my PDS (Parts IV and VI must be completed.)
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PART IV – CERTIFICATION OF EXPENSES (Attach extra sheets if necessary.)

EXPENSE (actual or anticipated)			
a.	\$	d.	\$
b.	\$	e.	\$
c.	\$	f.	\$

EXPLAIN CIRCUMSTANCES WHERE GREATER THAN NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY

PART V – JUSTIFICATION FOR OVER 12 MONTHS PAYBACK (Justification must Demonstrate that severe hardship would result for a liquidation period of 12 months.)

a. NUMBER OF DEPENDENTS

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

[illegible]

a. I hereby ☐ approve ☐ disapprove the member's request for :

<p>(1) advance pay for:</p> <p><input type="checkbox"/> 1 month</p> <p><input type="checkbox"/> 2 months</p> <p><input type="checkbox"/> 3 months</p>	<p>(2) with liquidation for:</p> <p><input type="checkbox"/> 12 months</p> <p><input type="checkbox"/> 24 months</p> <p><input type="checkbox"/> Other _____ (Specify number of months.)</p>	<p>(3) with payment of the advance</p> <p><input type="checkbox"/> within 30 days of PCS transfer of within 60 days after reporting at PDS</p> <p><input type="checkbox"/> 31-90 days before PCS transfer</p> <p><input type="checkbox"/> 61-180 days after reporting at PDS</p>
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f. DATE

This statement is provided in compliance with the provision of the Privacy Act of 1974 (P.L. 93-579) which requires that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. Authority. 37 U.S.C. 1006
2. Principal Purpose. To provide information required to legally pay advance of pay for Naval personnel.
3. Routine Use(s). The member provides actual/anticipated expenses and justification for the payment of advance pay. The commanding officer either approves the member's request.
4. Mandatory or Voluntary Disclosure. Voluntary. If member does not provide the information, advance pay cannot be paid.